POSITION DESCRIPTION

Position Title: Data Analyst (Global Projects)
Organisation Unit: UQ Global Engagement and Enterprise
Position Number: 3025028
Type of Employment: Full time, fixed-term
Classification: HEW 7

THE UNIVERSITY OF QUEENSLAND

The University of Queensland (UQ) contributes positively to society by engaging in the creation, preservation, transfer and application of knowledge. UQ helps shape the future by bringing together and developing leaders in their fields to inspire the next generation and to advance ideas that benefit the world. UQ strives for the personal and professional success of its students, staff and alumni. For more than a century, we have educated and worked with outstanding people to deliver knowledge leadership for a better world.

UQ ranks well within the top 100 universities worldwide, measured through a number of major independent university rankings: the Academic Ranking of World Universities, Times Higher Education World University Rankings, US News Best Global Universities Rankings, QS World University Rankings and Performance Ranking of Scientific Papers for World Universities, and is indeed in the top 50 in some of these rankings. In 2013, UQ attracted more Australian Research Council funding than any other Australian university or research body.

UQ has an outstanding reputation for the quality of its teachers, its educational programs and employment outcomes for its students. Our students remain at the heart of what we do. The UQ experience –the UQ Advantage – is distinguished by a research enriched curriculum, international collaborations, industry engagement and opportunities that nurture and develop future leaders. UQ has a strong focus on teaching excellence, winning more Australian Teaching and Learning Council Awards for Teaching Excellence than any other in the country and attracting the majority of Queensland's highest academic achievers, as well as top interstate and overseas students.

UQ is one of Australia's Group of Eight, and a founding member of Universitas 21, an international consortium of leading research-intensive universities. UQ is also the largest university in Queensland.

Our 50,000-plus strong student community includes more than 13,000 postgraduate scholars and more than 12,000 international students from 144 countries, adding to its proud 215,000-plus alumni. The University has more than 7,000 academic and professional staff and a $1.6 billion annual operating budget. Its major campuses are at St Lucia, Gatton and Herston, in addition to teaching and research sites around Queensland and Brisbane city. The University has six Faculties and four University-level Institutes. The Institutes, funded by government and industry grants, philanthropy and commercialisation activities, have built scale and focus in research areas in neuroscience, biomolecular and biomedical sciences,
sustainable minerals, bioengineering and nanotechnology, as well as social science research.

Organisational Environment

UQ’s Global Strategy is embedded in the UQ Strategic Plan across discovery, engagement and learning. Our successful global profile is the result of forging strategic partnerships with people and organisations across industry, government, sponsorship, philanthropy, alumni, higher education and research. In support of the University’s Global Strategy, the major functions of UQ International are:

- Identification and development of strategic international initiatives
- Developing and managing key global engagement priorities
- International marketing and promotion, including student recruitment
- International student admissions

UQ **Global Engagement and Enterprise** reports to the Deputy Vice-Chancellor (External Engagement) and is responsible for the development and implementation of the University’s Global Strategy and enhances the reputation of UQ as a leading global university through the management of international partnerships, programs and projects. The office builds and maintains a network of strategic international relationships and collaborations and provides expert support and advice to stakeholders, with the aim of identifying and prioritizing opportunities that will showcase and extend UQ’s research, teaching and learning, and engagement activities. The Office also leads a number of the University’s entrepreneurship and innovation activities.

**Core responsibilities:**

- Collaborating with key stakeholders to develop innovative engagement strategies and programmes to deliver against the University’s global strategic objectives and ensure high levels of return on investment
- Provide leadership, country-specific guidance and intelligence to support UQ’s internationalization and global engagement activities.
- Encourage the exchange and dissemination of information about international activities, relations and issues across the University.
- Promote the quality and depth of the University’s research and teaching capabilities through coordination of senior executive missions and incoming visits from current and potential partners.
- Manage UQ’s relationship with scholarship bodies and provide administrative oversight and support for sponsored students.
- Manage UQ’s international relationships and support the identification and establishment of new mutually-beneficial partnerships and strategic initiatives.
- Facilitate and administer formal institutional agreements with global partners.
- Leadership of UQ’s entrepreneurship and innovation activities.

**Information for Prospective Staff**

Information about life at UQ including staff benefits, relocation and UQ campuses is available at - [http://www.uq.edu.au/current-staff/working-at-uq](http://www.uq.edu.au/current-staff/working-at-uq)
DUTY STATEMENT

Primary Purpose of Position

The Data Analyst (Global Projects) oversees the annual update and further development of the University’s two International Dashboards, the Country Engagement Framework (CEF) and the Partner Engagement Framework (PEF). The position also provides support with data capture, analysis and commentary to deliver high value information and reports on the University’s global engagement and partnership activities.

The role will work effectively with a range of staff across the UQ Global Engagement and Enterprise Office and other UQ organizational units to achieve efficient and reliable interpretation and accurate reporting of UQ metrics related to engagement and enterprise, and assist with the development of appropriate standard reports and visualisations to enhance reporting capabilities.

In addition, the role will assist with reviewing and developing other databases and systems as requested by the Director, Global Engagement and Enterprise.

Duties

Duties and responsibilities include, but are not limited to:

**International Frameworks – CEF & PEF**

- Update CEF and PEF with annual data from multiple datasets including students, publications, research projects, staff, agreements, alumni, and philanthropy.
- Streamline data capture and cleansing of country and partner naming conventions, including liaison with various data owners to improve the quality of data.
- Work on enhancing the frameworks by adding additional partners and KPIs.
- Maintain the instruction manual that documents the process for updating the CEF and PEF.
- Investigate the migration of the frameworks to a modern dashboard platform.

**Global Engagement Databases and Systems**

- Add new features to and maintain existing .NET and Microsoft Access based agreement management systems.
- Maintain awareness of relevant technology software improvements, which may benefit the collection, integration, presentation and analysis of engagement information within UQ to support the work of the UQ Global Engagement Office.
- Assist with development of new databases and CRM systems.
- Assist with identifying appropriate tools and metrics to enhance evaluation and impact measures.
Intelligence and Reporting

- Continue to streamline data reporting ensuring it is meeting the needs of the Global Engagement and Enterprise team and wider University stakeholders
- Coordinate and assist in the preparation of metrics reports, including data validation
- Support members of the broader Global Engagement Office with the preparation of briefs and reports through the provision of data and intelligence on current and potential engagement.
- Assist with the development of new reporting tools for entrepreneurship and innovation activities.
- Assist with reporting and data requests from the Director, Global Engagement and Enterprise.
- Identifying emerging data needs and work to incorporate new engagement-related data sources within UQ's corporate reporting systems, and/or redevelop existing data sources by developing specifications and undertaking quality assurance checks.

Other

- In collaboration with relevant UQ units, support the development of a CRM for Global Engagement contacts and engagement activities
- Other duties as requested by Manager, Communications and Intelligence and Director, Global Engagement and Enterprise

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including:
- the University’s Code of Conduct
- requirements of the Queensland occupational health and safety (OH&S) legislation and related OH&S responsibilities and procedures developed by the University or Institute/School
- the adoption sustainable practices in all work activities and compliance with associated legislation and related University sustainability responsibilities and procedures
- requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related responsibilities and procedures developed by the University

Organisational Relationships

The position reports to the Manager, Communication and Intelligence.

SELECTION CRITERIA

**Essential**

- A degree with at least 4 years’ subsequent relevant experience; or an equivalent combination of relevant experience and/or education/training;
- Demonstrated ability to compile and manipulate complex data-sets and proven high-level conceptual and analytical skills for investigating issues and problem-solving.
- Proven analytical skills and ability to leverage quantitative/qualitative trend data to draw conclusions to help drive solutions and design reporting tools;
- Demonstrated advanced skills in MS Excel and Access with previous experience in developing a database and awareness of database design methodologies.
The ability to write code for .Net (VB or C#), or the ability to pick up these skills quickly

Previous experience with compiling business requirements and business process modelling/mapping for developing a database or corporate dashboard.

A proven ability to be highly organised and self-managing, including a demonstrated capacity to establish work priorities, meet timelines and achieve project management priorities, work independently and accept responsibility.

Demonstrated written and oral communication skills with highly developed interpersonal skills, including the ability to liaise, consult and negotiate with staff at all levels, both internally and externally to your organisation.

Desirable

- Familiarity with SQL (3yrs) and Visual Basics for Applications programming environment.
- Previous experience with using a data warehouse such as SAP Business Objects to produce reports.

The University of Queensland is committed to equity, diversity and inclusion.